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AUTHOR McNutt, Anne S.
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ABSTRACT

Designed to assist beginning technical writing teachers with little or no training in the discipline, this annotated bibliography is limited to material available in the Nashville, Tennessee, area and primarily to material published since 1970. The first section contains articles from periodicals and selections from books on (1) the characteristics of technical writing, (2) specific activities and assignments in technical writing, (3) descriptions of technical writing, (4) general suggestions for technical writing teachers, and (5) oral presentations of technical information. The second section contains titles of business and technical writing and oral presentation textbooks. The third section lists handbooks and guidebooks and is followed by a section listing technical writing bibliographies. (HTH)

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An Annotated Bibliography for Teachers of Technical Writing

Anne S. McNutt
Summer 1977

Designed to assist the beginning teacher of technical writing who has had little or no training in the discipline, this annotated bibliography is limited to material available in the Nashville area and primarily to material published recently since an annotated bibliography published in 1970 is listed. This bibliography consists of references classified as follows:

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I. Articles from Periodicals and Papers from Books

A. Discussions of the Characteristics of Technical Writing

Walter, John. "Technical Writing: Species or Genus?" Technical Communication 24 (Second Quarter 1977): 6-3.

Argues that technical writing is a species of expository writing. Presents five characteristics of technical writing: rhetorical modes; identifiable forms, use of facts, and specific audiences; specialized vocabulary, visual aids, and format; objective style; and technical subject matter.

Wilkins, Keith A. "Technical Writing: Effective Communication." Journal of Technical Writing and Communication 7 (Spring 1977): 35-43.

Emphasizes that good technical writing is effective communication. Discusses the various stages in the communication process and mentions that technical writers should be aware of the variables that may cause difficulty in communication. Contains a bibliography.

B. Descriptions and Discussions of Specific Class Activities and Assignments

Ashdown, Paul G. "A Newsletter Writing Project in An Industrial and Technical Writing Course." The Technical Writing Teacher 2 (Spring 1975): 12-13.

Proposes composing, editing, and publishing a newsletter as a project in a technical writing class.

Bankston, Dorthy. "Teaching the Detailed Description of a Mechanism." The Technical Writing Teacher 2 (Winter 1975): 14-15.

Suggests that the description of a mechanism is nearly an ideal writing assignment. Discusses the description of a mechanism as an in-class group project and as an individual writing assignment.

Estrin, Herman A. "Engineering Students Write Books for Children." Science and Children 13 (May 1976): 23-24.

Describes a project of civil engineering students writing books for children. Presents the guidelines concerning content, format, style, and evaluation that were given to the students.

_____ "Motivating and Preparing Students to Submit Articles on Technical Writing." College Composition and Communication 27 (December 1976): 399-400.

Explains how the author encouraged students to submit articles: had them read articles about writing, had the class discuss different topics, and then had them read articles that have been published by students.

Ricks, D.M. "Teaching Documentation in the Technical Writing Class." College Composition and Communication 21 (May 1970): 196-198.

Describes how documentation is taught at the University of Calgary through a writing assignment in which the student gives a method of citation, arrangement of documentation, the entry itself, and examples.

Whitburn, Merrill D. "Abuses of the Clarifying Comparison in Technical Writing." College Composition and Communication 25 (December 1974): 433-434.

Describes a classroom writing session dealing with the description of a vegetable peeler. Emphasizes that the students' clarifying comparisons often contain abuses and that through class discussion students can identify and eliminate these abuses.

C. Descriptions of Technical Writing Courses

Broome, Michael. "Technical Writing in a B.I.G. Course." College Composition and Communication 27 (February 1976): 55-57.

Describes a technical writing course that is part of a Business, Industry, and Government (B.I.G.) English Major at Columbia College, Columbia, S.C. Includes discussion of major content areas: technical writing style, audience analysis, instructions, technical correspondence, the proposal, the progress report, other informal reports, and the informal report.

Callazzo, Louis J. "A Scientific Writing Course." The Technical Writing Teacher 2 (Spring 1975): 14-16.

Describes a Philadelphia College of Pharmacy and Science course in scientific writing which emphasizes outlining and revising.

Childs, Barney. "A College Course in Engineering Writing." College English 21 (April 1960): 394-396.

Describes a technical writing course at the University of Arizona. Explains the types of assignments given: description, explanation, process, progress, and investigative reports. Emphasizes clarity in technical writing style.

Estrin, Herman A. "Teaching Report Writing." Civil Engineering 38 (December 1968): 64-65.

Describes the reading requirements and the writing assignments in a course in Engineering Report Writing at Newark College of Engineering.

Gresham, Steve and Carey Kaltenbach, "Readings in Technical Writing: An Orientation Workshop." The Technical Writing Teacher 2 (Spring 1975): 4-8.

Describes a two-week exercise "Readings in Technical Writing: An Orientation Workshop" used at the Univerrity of Missouri at Columbia. Includes a review of the four topics examined: the theory of technical writing, the practice of technical writing, disciplinary history, and professionalism. Lists some of the materials used.

Kerr, Owen. "Technical Communication." English Journal 65 (April 1976): 71-72.

Describes a course in technical communication at Hutchinson Central Technical High School in Buffalo, New York. Lists objectives and materials. Gives major topics.

McWilliams, Mickey L. and Peter D. Rush. "Technical Communications at Kalamazoo Valley." Journal of Technical Writing and Composition 1 (April 1971): 147-154.

Describes Kalamazoo Valley Community College's interdisciplinary program which includes data processing, engineering graphics, and both oral and written technical reporting, as well as various options.

Mitchell, John H. "Three Prescriptive Approaches to Teaching Factual Communications." The Technical Writing Teacher 4 (Fall 1976): 7-12.

Describes three writing courses at the University of Massachusetts in Amherst: expository writing for environmental design majors, technical writing for engineers, and technical writing for MBA candidates.

Sawyer, Thomas M. "A Syllabus for a Course in Scientific and Technical Communication." The Technical Writing Teacher 2 (Spring 1975): 17-23.

Discusses a syllabus used for all senior students in the College of Engineering at the University of Michigan. Includes a copy of the syllabus which lists ten assignments.

——— "External Examiners for Technical Writing Courses." Journal of Technical Writing and Communication 6 (Winter 1976): 27-34.

Describes a course in technical writing in which outside examiners from business, industry, and other universities grade oral presentations.

Sims, Barbara B. "Increasing Student Involvement in Technical Writing Classes." The Technical Writing Teacher 2 (Spring 1975): 9-11.

Describes some assignments used at LSU to generate student involvement: audience analysis of samples of technical writing, comparison of a class style sheet with style in technical journals, and interviews of professionals in the student's field.

Swofford, Joyce. "Technical Writing Individualized." College Composition and Communication 24 (October 1973): 304-306.

Describes an individualized technical writing course at Virginia Highlands Community College in Abingdon, Virginia. Lists the units: listening, writing—business letters and reports, reading and oral communication.

Warren, Thomas L. "Objective Grading Standards in Technical Writing." The Technical Writing Teacher 4 (Fall 1976): 29-31.

Describes the objective grading standards used at the University of South Dakota. Contains a copy of the rating sheet used for the formal report.

Yale, Stanley. "Writing Courses for Engineers." Improving College and University Teaching 19 (Winter 1971): 60-61.

Discusses the importance of writing in the careers of engineers. Describes a course, "Engineering Report Writing" at Newark College of Engineering, in which students write a formal report submitted to an instructor in their technical areas.

D. General Suggestions for Teachers of Technical Writing

Brown, Robert L. and William E. McCarron. "Writing Technical Reports for an Uniformed Audience." The Technical Writing Teacher 3 (Fall 1975): 1-7.

Empahsizes the importance of audience analysis and suggests techniques that the technical writing teacher may use to make college students aware of writing a technical report for an uninformed audience. Suggests that technical writing teachers use exercises containing jargon to be translated, use exercises giving directions, assign abstracts, maintain a file of excellent student written-reports, and require oral presentations.

Cunningham, Donald H. and Herman A. Estrin, eds. The Teaching of Technical Writing. Urbana, Illinois: National Council of Teachers of English, 1975.

Contains twenty-four articles and papers on the teaching of technical writing. Does not develop a thesis, but maintains that technical writing deserves an important place in the English curriculum. Is indispensible for the beginning technical writing teacher. Contains a bibliography.

Estrin, Herman A. "Teaching English to Engineers and Science Students." Improving College and University Teaching 12 (Autumn 1964): 249-253.

Presents the results of a survey of fifty-five colleges on the Engineers Council of Professional Development by Committee on College English for the Scientific and Technical Student, National Council of Teachers of English. Lists textbooks used in courses. Makes ten recommendations for teaching of English to science students.

——— "The Composition/Communication Course for the Technical and Engineering Student." College Composition and Communication 10 (October 1959): 182-184.

Describes a workshop that Estrin chaired. Summarizes the six main points discussed: that technical writing is usually a junior or senior level course, that perhaps technical writing teachers deal too much with the basics, that a technical writing course may or may not include oral communication, that some teachers feel there is a danger of the course becoming too specialized, that industries do not want a standard form for a report but effective organization, and that student motivation is a problem.

Fear, David E. "Notes on Coping With Heterogeneous Community College Technical Writing Classes." The Technical Writing Teacher 2 (Fall 1974): 17-20.

Advocates that a technical writing teacher require students to write reports from within their individual fields of study and at appropriate levels of technicality for each specific assignment. Suggests various ways that the teacher of technical writing acquire some technical knowledge: reading technical textbooks, getting to know instructors of technical courses, sitting in on lectures in introductory technical courses, talking with students about their major field of study, and communicating with local employers.

Harris, John S. "So You're Going to Teach Technical Writing: A Primer for Beginners." The Technical Writing Teacher 2 (Fall 1974): 1-6.

Contains excerpts of a paper presented at the Conference of College Composition and Communication. Defines technical writing and explains where technical writing courses are taught, who should teach technical writing, and the types of texts available. Suggests where additional training may be obtained. Emphasizes that teaching technical writing can be satisfying.

——— "Technical Writing Practice." Engineering Education 60 (February 1970): 491-492.

Argues that the technical writing teacher must prove to his students that English is their ally, not their enemy. Discusses various writing assignments: description of an object, description of a process, definition, evaluative papers, and the formal report.

Hays, Robert. "Case Problems Improve Tech Writing Courses and Seminars." Journal of Technical Writing Communication 6 (Fall 1976): 293-298.

Emphasizes that case problems can improve instruction in technical writing courses. Suggests methods for preparation of the case study and gives an example of a case study.

Hudson, Ralph. "Teaching Technical Writing." College Composition and Communication 12 (December 1961): 208-212.

Suggests that problems arise because the teacher of technical writing has never taken a course in technical writing. Advocates that teachers of technical writing learn to think like their students. Argues that the traditional library research paper should be eliminated and a paper in which the student examines his physical environment be substituted. Offers other assignments: reviews of PHD dissertations, analyses of a firm's listing in The United States Patent Office Gazette, and themes about puzzles in Scientific American.

Jordan, Michael P. "New Directions in Teaching Report Writing." Journal of Technical Writing and Communication 5 (Spring 1975): 199-205.

Discusses differences between technical and nontechnical writing. Mentions some of the shortcomings of the traditional instruction and suggests methods for improvement.

Minor, Dennis E. "An Integrated Technical Writing Course." The Technical Writing Teacher 3 (Fall 1975): 21-24.

Suggests that in a technical writing course requiring a long report as the major project many of the other assignments be contributory to the long report. Divides these assignments into three categories: gathering information, writing the report, and disseminating the information.

Lunsford, Andrea A. "Classical Rhetoric and Technical Writing." College Composition and Communication 27 (October 1976): 289-291.

Discusses the changing role of technical writing and offers suggestions for the new teacher of technical writing. Suggests that teachers help students see their technical writing course as an integral part of their professional training and that teachers use classical rhetoric as examples.

Orth, William. "An Approach to Better Technical Report Writing." Engineering Education 64 (January 1974): 278-279.

Presents the disadvantages of the usual approach to teaching technical writing. Argues for an approach that involves wide reading of all kinds of reports, articles, and manuals and the writing of informative abstracts.

Sparrow, W. Keats. "Motivating Recalcitrant Business and Technical Writing Students." Journal of Technical Writing and Communication 5 (Fall 1975): 305-309.

Suggests that technical writing teachers emphasize to students the utility of knowing how to write well by using testimonials from business and industrial leaders, appropriate personal experiences, and class activities that stress the importance of effective communication.

Walter, John A. "Some Shibboleths in the Teaching of Technical Writing." Journal of Technical Writing and Communication 1 (April 1971): 127-138.

Suggests that many teachers of technical writing blindly follow tradition by teaching students to rely upon outlining, by condemning the use of passive voice, by emphasizing the importance of form and format, and by insisting upon a set of inflexible rules for grammar and style. Advocates instead a pragmatic approach to technical writing.

Warren, Thomas L. "Technical Writing Textbook Selection." The Technical Writing Teacher 2 (Fall 1974): 21-77.

Urges the technical writing teacher to determine what his students' communication needs will be after graduation by using surveys and talking to faculty members in the technical areas. Suggests that the technical writing teacher familarize himself with texts. Offers three criteria for text selection: the students' future on-the-job needs, a decision as to whether the text emphasizes theory or job situations, and the focus of the exercises and examples for each chapter. Evaluates four texts.

Whitburn, Merrill D. "Personality in Scientific and Technical Writing." Journal of Technical Writing and Communication 6 (Fall 1976): 299-306.

Advocates that human factors be discussed in technical writing classes. Suggests that students must be aware that the personal touch is important in technical writing. Suggests that history can serve as a source of models that use the personal touch.

E. Discussions of Oral Presentations of Technical Information

Eatrin, Herman A. and Edward J. Monahan. "Effective Oral Presentation of Scientific and Technical Information." Journal of Technical Writing and Communication 5 (Spring 1975): 187-198.

Discusses preparation for the talk, use of notes, use of aids, and importance of rehearsal. Lists common student errors. Suggests techniques for improvement of vocabulary and of delivery.

Hand, Harry E. "Technical Speech: A Need for Teaching and Research." IEEE Transactions on Professional Communication PC-18 (March 1975): 18-21.

Explains that engineers want speech training and suggests that if a course in technical writing can be justified, then a course in technical speech can be justified. Suggests that research into audience, delivery, and audiovisual aids can be beneficial.

Meyer, James I. "The Effective Use of Audiovisual Aids in Presenting Technical Information Orally." Journal of Technical Writing and Communication 7 (Spring 1977): 45-47.

Discusses dynamic and static aids, including flip charts, graphs, pictures, transparencies, slides, cassette tapes, and movies. Contains a bibliography.

II. Textbooks

A. Business Writing

Adelstein, Michael E. Contemporary Business Writing. New York: Random House, 1971.

Explains the writing process in business. Discusses word choice, semantics, and American English as well as mechanics, usage, and style. Emphasizes brevity, vigor, and clarity in business writing. Deals with the letter, memorandum, and report. Includes exercises for each major topic.

Berenson, Conrad and Raymond R. Colton. Research and Report Writing for Business and Economics. New York: Random House, 1971.

Emphasizes the writing of a report from the selecting of a topic to the typing and editing of a manuscript. Includes research design, analysis, and notetaking and explains how to prepare and distribute a questionnaire. Discusses the use of tables and figures. Throughout, stresses good writing style. Contains a bibliography at the end of each chapter.

Gros, Ridley J. ed. Business Communication Case Book. Urbana, Illinois: American Business Communication Association, 1973.

Contains thirty seven cases. For each case, provides a description and suggests a specific type of letter or report as a writing assignment.

Gunning, Robert. New Guide To More Effective Writing in Business and Industry. Boston: Cahners Books, 1963.

Emphasizes effective communication and offers standards of writing craftmanship. Explains how to organize effectively and presents formal report outlines. Discusses abstracts and summaries. Stresses the importance of style by discussing the fog index, by emphasizing an efficient vocabulary and extensive reading, and by discussing the major faults of writers in industry: use of long, involved sentences, weak verbs, and unneeded words. Emphasizes the role of editing in report writing. Offers examples throughout the text.

Himstreet, William C. and Wayne M. Baty. Programmed Learning Aid for Business Communications. Homewood, Illinois: Learning Systems Company, A division of Richard D. Irwin, Inc., 1976.

Reviews the communication process briefly. Discusses word choice, effective sentences, and well-developed paragraphs. Emphasizes different types of letters: claim, credit, order, and sales as well as letters of refusal. Presents the report process: outlining, using visual aids, and organizing the report. Explains how to write and polish a report. Deals with letters of application and resumés. Includes a brief discussion of oral communications.

Krey, Isabelle A. and Bernadette V. Metzler. Principles and Techniques of Effective Business Communication: A Text-Workbook. New York: Harcourt Brace Jovanovich, Inc., 1976.

Stresses the importance of business messages. Explains the different letter styles and discusses appropriate style in business writing. Presents various letters: thank-you, invitation, reservation, order, inquiry, letter of transmittal, claim letter, letter of application, letter of acceptance, letter of rejection, credit letter, sales letter, and collection letter. Also covers the memorandum. Explains the formal report and includes a sample. Offers spelling and vocabulary lists for each unit.

Lamb, Marion M. and Eugene H. Hughes. Business Letters, Memorandums, and Reports. A Business Text in Business Communication. New York: Harper & Row, Publishers, 1967.

Explains basic principles of business writing. Deals with many types of business letters, including information, sales, orders, credit, collection, and application. Discusses the parts of a business letter and stresses good form. Presents memorandums and explains how to write. Emphasizes the importance of suitable form, documentation, and visual aids. Devotes a chapter to the discussion of a completed report. Argues that better writing will stem from better thinking. Views the job-related aspects of business writing. For each chapter gives writing assignments and some examples. Includes at the end a bibliography arranged according to chapters.

Lesikar, Raymond V. Report Writing for Business. 5th ed. Homewood, Illinois: Richard D. Irwin, Inc., 1977.

Deals with writing a report: collecting information through library and primary research, interpreting the information, outlining, and writing the formal or informal report. Covers style in business messages— Reviews precise word choice, effective sentences, and well-developed paragraphs. Discusses manuscript form and documentation, footnotes, and bibliography. Explains the use of graphic aids and briefly discusses oral reports. Reviews punctuation and grammar. Contains illustrations of several types of reports. Includes a section suggesting topics for reports. Also reviews statistical techniques for determining reliability.

McIntosh, Donal W. Techniques of Business Communication. Boston: Holbrook Press, 1972.

Presents the communication process and discusses barriers to communication. Explains the different purposes of writing and emphasizes clarity in good business writing. Briefly covers the format and style in technical report writing and in business writing. Discusses public relations. Presents various types of internal communication. Contains a sample letter-writing style book, sample collection letters, and sample annual report. Includes a discussion of job interviews and dictation techniques.

Menning, J.H. and C.W. Wilkinson. Communicating Through Letters and Reports. 4th ed. Homewood, Illinois: Richard D. Irwin, Inc., 1967.

Emphasizes the importance of appearance, style, and tone in letters. Discusses goodwill messages, disappointing messages, and persuasive messages and includes cases of each type. Explains the resume and letter of application. Covers the report, including various types. Includes a handbook and a brief discussion of semantic principles.

Poe, Roy W. and Rosemary T. Fruehling. Business Communication. A Problem-Solving Approach. New York: Gregg Division of McGraww-Hill, 1973.

Stresses the important characteristics of effective business messages: simplicity, clarity, and positive tone. Deals with memos, letters and reports. Discusses various purposes of letters and memos: to inquire, transmit a document, followup, congratulate, express appreciation, collect an account, and respond to other messages. Covers communications as a public relations function. Deals with employment communications: the letter of application, letter accepting a job offer, letter rejecting a job offer, and letter of resignation. Discusses formal and informal reports. Gives problems, suggests solutions, analyzes the solutions, and then offers similar exercises for the students. Finally, lists a communication project.

Riebel, John P. How To Write Reports, Papers, Theses, Articles: A Practical Guide to Every Aspect of Effective Writing. 2nd ed. New York: Arco, 1972.

Covers the researching and organizing of a formal report. (Discusses the various parts of speech and punctuation. Contains glossaries of grammatical terms, words frequently confused, and incorrect usage. Deals with well-developed paragraphs, effective sentences, and word choice.) Explains business letter writing and deals with many types of letters including: inquiry, response to inquiry, order, acknowledgement, invitation, introduction, complaint, and resignation. Includes an appendix of selected readings.

Schutte, William M. and Erwin R. Steinberg. Communication in Business and Industry. New York: Holt, Rinehart and Winston, Inc., 1960.

Explains the importance of communication in business and discusses audience analysis. Suggests that wasteful prose and business jargon need to be avoided. Covers various levels of usage and offers examples. Explains active and passive voice. Deals with effective sentence structure and offers ineffective sentences to be revised. Reviews punctuation. Presents abstraction, definition, and stereotypes. Explains how to prepare and organize material in a memo. Discusses reports: their use, major parts, and organization. Deals with persuasive letters, including sales, collection, claim, and application. Covers other forms of communication: reading, listening, speaking, and group discussion. Contains examples for each chapter.

Sigband, Norman B. Communication for Management and Business. 2nd ed. Glenview, Illinois: Scott, Foresman and Company, 1976.

Explains upward, downward, and lateral communication in industry. Discusses speaking and listening and deals with the techniques of planning, organizing, and writing. Emphasizes the role of communication in the job market by discussing the job search, the letter of application, the resumé, the letter accepting a job, and the letter of resignation. Presents various types of business letters, including inquire claim, refusal, acknowledgement, credit, collection, and sales. Discusses word processing centers. Covers both primary and secondary research techniques. Explains the short report— periodic, progress, memo, and letter— and the long report. Deals with visual aids. Throughout gives many sample reports and offers questions for study at the end of each chapter. Includes an appendix reviewing grammar and punctuation.

Thomas, Coramae and C. Jeriel Howard. Contact— A Textbook in Applied Communications. Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1970.

Relates closely to on-the-job writing. Begins with a discussion of letters of application and the interview. Explains how to communicate by the telephone or through letters. Deals with letters of adjustment, refusal, and collection. Discusses problem solving techniques and logic. Suggests how to serve on a problem-solving committee. Explains how to collect information through library and primary research and by attending meetings. Covers effective reading, notetaking, and outlining. Discusses oral reporting and the short report. Explains the formal report and gives an example.

Wilcox, Roger P. Communication at Work: Writing and Speaking. Boston: Houghton Mifflin Company, 1977.

Emphasizes the need for effective communication on the job. Defines communication and explains where the process may break down. Analyzes the reader and listener. Stresses effective organization as a means of clarity. Discusses effective sentences and paragraphs in additon to grammar, punctuation, and word usage. Explains the use of tables and figures. Suggests that persuasion is an important technique in technical communication. Covers memos and letters, including the letter of application. Presents proposals and reports, including a formal report and gives sample reports. Covers oral presentations dealing with stage fright, using graphic aids, emphasizing major points, and handling questions from the audience.

B. Technical Writing

Andrews, Clarence A. Technical and Business Writing. Boston: Houghton Mifflin Company, 1975.

Discusses patterns used in technical sentences and paragraphs. Deals with the letter and memorandum. Explains how to gather information from libraries and individuals. Covers several technical writing techniques: standards, properties, specifications, definition, description, and instructions. Deals with routine technical reports; informal reports, including laboratory, recommendation, and investigation; and the formal report, including the progress report, feasibility report, and proposal. Explains how to write for magazines and how to illustrate reports. Includes study questions, examples, and writing assignments for each chapter. Also contains example reports by students and from industry.

Barnett, Marva T. Elements of Technical Writing. Albany, New York: Delmar Publishers, 1974.

Devotes attention to grammar, sentence structure, and style. Gives rules for use of numbers, capitalization, symbols, and abbreviations. Discusses the fundamentals of technical writing: definition, classification, graphic aids, and standard format. Presents the descriptive report, process report, analytical report, troubleshooting report, examination report, memorandums, and letter report. Contains a discussion of attachments to formal reports. Deals with various types of letters— the positive, negative, persuasive, and letter of application (including resumé).

Barr, Doris W. Effective English for the Career Student. Belmont, California: Wadsworth Publishing Company, Inc., 1971.

Explains how to write a report from the narrowing of the subject to techniques used in the final copy. Contains a casebook of ten different situations and gives assignments for a specific type of report for each situation. Emphasizes grammar and style.

——— Writing, Listening, Speaking for Business and Professional Students. Belmont, California: Wadsworth Publishing Company, Inc., 1972.

Emphasizes obtaining the job: hunting for a job, preparing for an interview, scheduling the interview, interviewing, filling out job applications, understanding job descriptions, and writing follow-up letters and letters of resignations. Stresses communication on the job: memos, blank forms, letters, short reports, long reports, listening, speaking, telephone techniques, and oral reports. Contains several examples. Lists ten problems or writing assignments for each of twenty different career fields. Briefly reviews speaking and writing techniques and grammar.

Blicq, Ron. On the Move: Communication for Employees. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1976.

Emphasizes the role of the receiver and transmitter in communication. Deals with communication in finding out about jobs, applying, preparing for the interview, and taking part in the interview. Stresses communication on the job with other employees, the employer, and customers. Deals with upward and downward communication a supervisor must make in his work. Discusses the type of communication one must make when he has his own business. Explains audience analysis, style, and businesslike format. Includes brief exercises at the end of each chapter.

——— Technically-Write! Communication for the Technical Man. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1972.

Discusses writing the report from planning to revising. Introduces a hypothetical firm of consulting engineers and gives the organizational chart so that a student may realistically view his position in a typical working environment. Presents business letters and memos. Explains several types of informal reports: occurrence, field, periodic (progress), evaluation, feasibility, brief, and proposal. Describes the parts of a formal report and gives two illustrative examples. Also deals with description, instruction, parts list, papers and articles. Discusses oral presentations: technical briefing, presenting a technical paper, and taking part in a meeting. Explains various types of visual aids and how to use them. Briefly discusses paragraphs, sentences, and word choice. Contains a glossary.

Block, Jack and Joe Labonville. English Skills For Technicians. New York: McGraw-Hill, 1971.

Presents essentials of technical writing: definition, description, process, analogy. Deals with grammar and organization. Discusses both written and oral reports. Includes a chapter about getting a job. Contains a brief bibliography.

Brogan, John A. Clear Technical Writing. New York: McGraw Hill, 1973.

A programmed text that emphasizes style. Discusses precise word choice and explains how to remove unnecessary words. To achieve effective verbs, suggests use of active voice and elimination of "be","do," and "make." Explains how to structure sentences so that important ideas are emphasized. Briefly reviews punctuation. Includes a bibliography.

Brown, James. Casebook for Technical Writers. San Francisco: Wadsworth Publishing Company, Inc., 1961.

Provides material for student writing and assignments based on this material. Offers six assignments for description; three for procedure and instruction; one each for definition, abstract, and description. Presents fourteen cases and provides applied assignments, writing assignments, and assignments for graphic elements. Contains an index listing all assignments by form or function.

Coleman, Peter and Ken Brambleby. The Technologist as Writer, An Introduction to Technical Writing. New York: McGraw-Hill, 1969.

Contains both a handbook with example reports and a casebook. Explains how to gather, select and verify data; discusses the organization of the data in a description, an explanation of a process, and argument and persuasion; gives examples of each type of organization; suggests writing assignments, and finally emphasizes style, format, and the use of visual aids in technical reports. Contains a bibliography.

Damerst, William A. Clear Technical Reports. New York: Harcourt Brace Jovanovich, 1972.

Emphasizes that above all else technical writing must be clear. Deals with research and documentation. Contains a chapter about definition and description. Covers special elements of reports: abstracts, lists and visual aids. Discusses techniques of effective letter writing and uses of letters in business and industry. Presents the proposal as both a formal and informal report. Briefly explains articles. Examines the job application, the resume, letter, and follow-up. Includes a handbook.

Ehrlich, Eugene H. and Daniel Murphy. The Art of Technical Writing: A Manual for Scientists, Engineers, and Students. New York: Thomas Y. Crowell, 1964.

Devotes major portion of discussion to handbook of style and usage: well-developed paragraphs, effective sentences, proper word choice, punctuation, editing, and spelling. Explains the abstract, proposal, letters and other short reports, memorandum, and article.

Estrin, Herman A., ed. Technical and Professional Writing, A Practical Anthology. New York: Barcourt, Brace and World, Inc., 1963.

Contains forty-four articles emphasizing the importance of clear, concise writing. Includes articles dealing with planning and organizing reports, audience analysis, precise word choice, effective sentences, and good style.

Fear, David E. Technical Communication. Glenview, Illinois: Scott, Foresman and Company, 1977.

Discusses planning, organizing, writing, and revising technical papers. Emphasizes audience analysis. Explains how to use visual aids and examines argumentation. Describes how to apply the basic composition techniques in specific job-related situations. Covers memorandums, letters, and reports, including progress reports, proposals, job descriptions, specifications, and the article. Discusses individual and group oral presentations. Contains a handbook of grammar and usage which deals with specific grammatical errors and presents rules for spelling, punctuation, and other mechanics. Includes an explanation of the research paper and methods of documentation. Throughout contains many student examples and planning worksheets.

——— Technical Writing. New York: Random House, 1973.

Discusses the writing skills technical employees need. Explains basic techniques of technical writing. Covers letters and memos. Presents informal reports including minor-project reports, progress (periodic) reports, blank form reports, and proposals. Deals with the major parts of a formal report and contains two examples of figures and tables. Contains a brief section about oral reporting.

Glidden, H.K. Reports, Technical Writing, and Specifications. New York: McGraw-Hill, 1964.

Discusses elements of a technical report. Explains the relationship between reports in school and industry. Covers the steps in writing a report: solving report problems, evaluating a reporting assignment, using definition, finding information, recording information, and organizing information. Explains letters and visual aids. Covers articles, manuals, and specifications. Briefly deals with oral presentations.

Gray, Dwight E. So You Have to Write a Technical Report: Elements of Technical Report Writing. Washington, D.C.: Information Resources Press, 1970.

Defines a technical report. Explains how to write or prepare the various parts of a report: introduction, body, conclusion, appendices, references, table of contents, title page, and abstract. Contains one bibliography for style and usage and another for technical writing.

Graves, Harold F. and Lyne S.S. Hoffman. Report Writing. 4th ed. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1965.

Examines the letter and memorandum and discusses style in reports. Explains the collecting of data and the planning of the report. Presents the prose and mechanical elements of a formal report. Includes specimen reports: recommendation report, progress report, status report, and investigative report. Contains a handbook of usage and style. Offers numerous writing assignments. Includes a bibliography.

Hart, Andrew W. and James A. Reinking. Writing for Career-Education Students. New York: St. Martin's Press, 1977.

Devotes a chapter to the discussion of the paragraph and another to the theme. Deals with the basic types of exposition found in technical writing— comparison, classification, process, definition, and description. Gives student-written examples. Discusses letters, memos, proposals, progress reports, and investigative reports. Includes a chapter about finding a job. Reviews the basic elements of grammar, punctuation, and mechanics. Examines frequent writing problems. Contains a section of faulty sentences for class discussion.

Harwell, George C. Technical Communication. New York: The Macmillan Company, 1960.

Examines some basic technical writing techniques: qualities of good writing, organization of material, and methods of exposition. Deals with various types of business letters: inquiry, reply, letter of instruction, letter of transmittal, and letter of application. Covers reports both formal, long and short, and informal, letter, memorandum, article, form, and laboratory. Explains organization of articles. Briefly deals with oral presentations and discusses types and preparation of tables and figures. Includes exercises and assignments for each chapter. Contains a manual of grammar and usage.

Hays, Robert. Principles of Technical Writing. Reading, Massachusetts: Addison-Wesley, 1965.

Discusses audience analysis. Presents the steps involved in writing a report: defining a thesis, collecting information, recording the information, evaluating the information, planning the preparation, writing the rough draft, including visual aids, editing the rough draft, preparing the final version, and submitting the final report. Includes several appendices dealing with topics ranging from sources of information to examples of editing to principles of punctuation.

Hicks, Tyler G. Writing for Engineering and Science. New York: McGraw-Hill, 1961.

Covers some basic techniques of technical writing: outlines, grammar, usage, and visual aids. Contains several useful checklists. Discusses major writing tasks such as engineering and scientific reports, technical and scientific articles, instruction manuals and bulletins, military manuals, specifications, and sales and news writing. For each task, gives a definition, variations in the form, recently published examples, good writing techniques, and suggested exercises. Includes a bibliography.

Hoover, Hardy. Essentials for the Technical Writer. New York: John Wiley & Sons, Inc., 1970.

Covers planning, organizing, and outlining. Offers seven rules for writing effective sentences and for each role gives an exercise. Explains how to develop effective paragraphs and revise ineffective ones. Describes the process involved in writing a report: researching, writing specific parts, using active voice, and editing. Discusses the writing of specifications. Includes exercises for each chapter. Contains an appendix which includes answers to the exercises, an excerpt from GPO Manual, a page from a military specification manual, a list of vocabulary words, and an explanation of the use of transitional devices.

Houp, Kenneth W. and Thomas E. Pearsall. 3rd ed. Reporting Technical Information. Beverly Hills: Glencoe Press, 1977.

Explains how to gather information in the library and how to organize the information. Deals with audience analysis and technical writing style. Discusses various prose techniques including definition, classification and division, comparison and contrast, causal analysis, description, narration and argumentation and gives examples of each. Explains how to write the various parts of a formal report, how to organize them, and how to use visual aids in the report and gives a sample formal report. Covers letters of inquiry, response, complaint, and application, including the resume. Deals with proposals, progress reports, physical research reports, feasibility reports, and articles. Briefly discusses oral communication. Includes exercises for each chapter and a handbook that lists common errors and explains conventional usage. Contains appendixes listing science and engineering reference books and a selected bibliography.

Hutchinson, Helene D. Horizons- Readings and Communication Activities for Vocational-Technical Students. Beverly Hills: Glencoe Press, 1975.

Contains readings and activities dealing with job finding techniques, consumerism, leisure, career problems, creativity, self, and human relations.

Jones, W. Paul. Writing Scientific Papers and Reports. 7th ed. Ames, Iowa: Iowa State University, 1976.

Deals with techniques of technical writing: definition, classification, analysis, comparison, mechanism, process, set of instructions, abstracts, and articles. Discusses short reports (letter and memo), formal reports, and proposals. Contains a brief discussion of style, sentence structure, and diction. Includes student-written examples. Lists bibliographies chapter-by-chapter.

Kytle, Ray. Concepts in Context: Aspects of the Writer's Craft. New York: John Wiley and Sons, Inc., 1974.

Discusses audience, purpose, and tone. Covers beginnings; types of composition including description, exposition, and argumentation; and endings. Presents several types of development: analysis and classification, definition, analogy, example/illustration, cause and effect, and comparison and contrast. Deals with the topic sentence and unity, coherence, and development in a paragraph. Explains the periodic sentence and subordination and coordination.

Laster, Ann A. and Nell Ann Pickett. Writing for Occupational Education. San Francisco: Canfield Press, 1974.

Discusses various technical writing techniques: instructions, process, description, definition, classification and partition, and cause and effect. For each technique, gives examples and offers plan sheets for student assignments. Briefly explains

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the summary. Covers business letters, including inquiry, order, sales,and application. Defines reports and explains formal and informal reports, including periodic, progress, field report, laboratory report, and library-research report. Discusses most aspects of the library paper: selecting a topic, researching the subject, recording information, organizing information, writing the rough draft, revising, compiling the bibliography, and typing the final copy.

Marder, Daniel. The Craft of Technical Writing. New York: The Macmillan Company, 1960.

Describes the scientific method and writing situations. Emphasizes precise word choice, effective sentences, and well-developed paragraphs. Discusses definition, classification, analysis, description, narration, and illustration. Gives techniques for the beginning, middle,and end of a report. Presents the parts of a formal report. Discusses memos and letters as well as proposals, investigative reports, and status reports. Briefly deals with the oral report and article. Contains a brief bibliography.

Menzel, Donald H., Howard Mumford Jones, and Lyle G. Boyd. Writing a Technical Paper. New York: McGraw-Hill Book Company, Inc., 1961.

Explains how to plan a technical paper, how to present data, and how to revise. Discusses both major and minor problems in grammar. Deals with style, including avoidance of jargon. Discusses manuscript form for a paper to be published.

Mills, Gordon H. and John A. Walter. Technical Writing, 3rd ed. New York: Holt, Rinehart and Winston, 1954.

Defines technical writing and discusses the principles of good technical style. Examines various forms of technical writing: definition, description, process, and classification. Covers introduction and conslusions. Deals with various types of reports: progress, recommendation, and proposal. Presents business letters, articles, outlines and abstracts. Describes the format of a report and use of illustrations. Briefly deals with oral reports. Includes a section about library research. Contains a bibliography and sample reports as appendices.

Morris, Jackson E. Principles of Scientific and Technical Writing. New York: McGraw-Hill, 1966.

Emphasizes clear style and technical procedures. Discusses precise word choice and effective sentences. Presents logic in writing. Explains how to organize effectively and discusses various types of organization. Includes several specimen reports and offers criticism of each report. Deals with technical publications within an industry. Discusses scientific papers and theses, library research and reference, and documentation requirements.

Nelson, J. Raleigh. Writing The Technical Report. 3rd ed. New York: McGraw-Hill, 1952.

Emphasizes that a report should be planned carefully. Suggests that the introduction should clearly present the subject, purpose, and plan of development; that the body of a report should adequately develop the topic according to the plan in the introduction; and that the conclusion should logically follow what has been presented. Explains how to organize, write, and revise a report. Deals with style and format of both short and long reports and outlines a procedure for examining a report. Includes a manual of assignments.

Pauley, Steven. Technical Report Writing Today. Boston: Houghton Mifflin Company, 1973.

Deals briefly with audience analysis. Discusses three writing techniques: defining, describing a mechanism, and explaining a process and offers student-written models, a writing assignment, and exercises based on each technique. Explains how to research information, interpret statistics, and illustrate. Deals with the memo as an informal report. Presents the major parts of a formal report and gives examples of each part. Discusses proposals, feasibility reports, progress reports, and manuals. Reviews oral reports. Explains the format, style, and tone of letters and covers application letters, including the resume and the interview.

Pearsall, Thomas E. Audience Analysis for Technical Writing. Beverly Hills: Glencoe Press, 1969.

Discusses the various technical audiences— layman, executive, expert, technician, and operator— and explains how to write for each audience. Contains several articles as samples. Presents an analysis of some of the articles and offers exercise questions for the other.

Pickett, Nell Ann Practical Communication. New York: Harper's College Press, A Department of Harper & Row Publishers, 1975.

Discusses classification and analysis, presenting instructions, process, functional analysis, and structural analysis. Explains description of a mechanism and a mechanism in operation. Discusses format and style in technical reports. Explains the observation report, periodic report, progress report, laboratory report, and formal technical report. For business letters discusses format and various types including inquiry, order, claim, transmittal, sales, and application. Deals with library research, card catalog, indexes, reference works, additional, materials, and documentation. Contains exercises for each chapter.

Pickett, Nell Ann and Ann A. Laster. Technical English. 2nd ed. New York: Harper and Row, 1975.

Includes a large section on the common forms of technical communication, oral and written. Discusses reading improvement and offers selected readings. Contains a handbook dealing with mechanics, grammatical usage, and writing paragraphs. Presents instructions, description, processes, definition, analysis, and summary. Also explains business letters and the library paper. Contains objectives for each chapter and includes plan sheets.

Pickett, Nell Ann and Ann A. Laster. Writing and Reading in Technical English. San Francisco: Canfield Press, A division of Harper and Row, 1970.

Explains instructions, process, description, definition, classification and partition, and cause and effect. Discusses the summary. Covers business letters, report writing, and the library paper. Offers student-written examples and gives plan sheets. Contains a section of readings including Frost's "Mowing," Galsworthy's "Quality," an excerpt from Moby Dick, and "Building a Better Mouse Trap" by Tichauer. Includes a handbook dealing with sentences, paragraphs, mechanics, usage, and spelling.

Resumés That Get Jobs: How to Write Your Best Resumé. New York: Arco Publishing Company, Inc., 1974.

Explains how to write an effective resume and an appropriate cover letter. Gives suggestions about the interview. Includes over one hundred examples for various professions.

Rose, Lisle, Burney B. Bennett and Elmer F. Heater. Engineering Reports. New York: Harper & Brothers Publishers, 1950.

Deals with obtaining facts and evaluating them. Emphasizes the importance of analysis and effective word choice. Explains the letter and memo report. Presents descriptive, analytical, evaluative, and recommendation reports. Covers planning and delivering the oral report. Reviews the article.

Ross, Peter Burton. Basic Technical Writing. New York: Thomas Y. Crowell, 1974.

Discusses sorting out and working over ideas, by using a method Ross calls "Dick and Jane." Emphasizes the different technical writing forms: summary, process, description, and abstract. Presents the informal report, the memo report, the proposal, and the long report. Contains and analyzes many brief examples throughout the text. Includes several appendices dealing with such topics as editing the paper, memorandums and letters, documentation, preparing visual aids, and using abbreviations.

Sherman, Theodore A. and Simon S. Johnson. Modern Technical Writing. 3rd ed. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1975.

Begins with an introduction to technical writing and then discusses style and organization. Includes a chapter on mechanics that deals with special problems in technical writing. Discusses various technical writing techniques: definitions, descriptions, explanation of a process, instructions, analysis, and technical articles. Explains how to use tables and figures. Emphasizes the importance of reports. Discusses various forms and purposes of non-formal reports and includes specimens. Examines the major parts of a report and explains the report writing process: selecting an idea, gathering information, interpreting the facts gathered, outlining, planning the visual aids, writing the first draft, and revising into the final report. Discusses and gives examples of the formal report and both the informal and formal proposals. Deals with oral presentation of technical information. Explains business letters and deals with several specific types, including letters concerning employment. Contains a handbook of fundamentals to be used as reference. Includes exercises and assignments for almost every chapter.

Stockwell, Richard E. The Stockwell Guide for Technical and Vocational Reading. Menlo Park, California: Cummings Publishing Company, 1972.

Discusses the importance of style. Presents the memorandum and letter, including employment applications and resumés. Examines blank forms and typical records to be kept for a job. Covers how to write a report from the notetaking process to the final version. Briefly deals with oral presentations. Explains illustrations for a report. Contains a brief bibliography and several short appendices dealing with abbreviations, grammar, handwriting, readability, spelling, and style.

Swanson, Richard. For Your Information A Guide to Writing Reports. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1974.

Defines a report and presents the three typical formats—letter, memo, and formal. Emphasizes organization and logic and explains how to use visual aids. Discusses the laboratory or field report, the library research report, and the abstract and gives examples. Explains how to give an oral presentation from a written report. Gives additional sample reports in automotive, business, civil, electronics, mechanical, and nursing fields. Contains a glossary of grammar, usage, and style.

Trlease, Sam F. The Scientific Paper: How to Prepare It– How to Write It. 2nd ed. Baltimore: The Williams & Wilkins Company, 1951.

Covers researching a topic. Discusses writing a paper from outlining to the final typed copy. Explains good form and usage. Presents tables and figures. Includes a bibliography.

Turner, Rufus P. Grammar Review for Technical Writers. Rev. ed. San Francisco: Rinehart Press, 1964.

Reviews the basics of English grammar. Organized according to the various parts of speech, gives examples from science and technical fields. Contains a brief discussion of basic sentence patterns and punctuation. Lists words frequently misspelled by technical writers. Designed as a companion text for Technical Report Writing by Turner.

Turner, Rufus P. Technical Report Writing. Rev. ed. San Francisco: Rinehart Press 1971.

Does not deal with mechanics of grammar because it is designed for use in an upper-division course. Presents types and levels of technical writing style. Discusses the formal report, the informal report (letter and memo), and the laboratory report and gives examples of each. Devotes considerable attention to the steps involved in writing a report: planning, researching, outlining, writing of rough draft, preparing illustrations, revising and editing, and preparing the final draft.

Ulman, Joseph N., Jr. and Jay R. Gould. Technical Reporting. 3rd ed. New York: Holt, Rinehart and Winston, Inc.

Discusses the role of technical writing. Explains formal and informal reports (letters and memos). Deals with technical descriptions, lab reports, theses, instructions, proposals, technical papers and articles. Contains a brief chapter on oral presentations. Reviews style, grammar, and punctuation. Deals with visual aids. Includes over one hundred pages of specimens illustrating the various types of reports.

Ward, Ritchie R. Practical Technical Writing. New York: Alfred A. Knopf, 1968.

Emphasizes clear writing style. Discusses audience analysis and the fog index. Deals with outlining and writing well-developed paragraphs. Stresses effective sentences and reviews grammar. Contains examples of an abstract, a chapter of a book, and a technical report. Includes a bibliography.

Weil, B.H. The Technical Report - Its Preparation, Processing, and Use in Industry and Government. New York: Reinhold, 1954.

Emphasizes the importance of technical reports. Presents the formal report, progress report, and summary. Deals with illustrating and editing. Explains how reports are distributed and filed and discusses use of reports in government and industry.

Weisman, Herman M. Basic Technical Writing. 3rd ed. Columbus, Ohio: Charles E. Merrill Publishing Company, 1974.

Defines technical writing and gives a history of the scientific method. Deals with letters and memos as technical correspondence. Covers researching for information, organizing data, and writing the various sections of the report including the designing of visual aids. Emphasizes special modes of exposition in technical writing: definition, description, explanation of a process, and analysis by classification and partition and offers examples. Presents the article and the paper. Includes a discussion of style and a guide to grammar, punctuation, and usage. For each chapter gives discussion problems and exercises and a list of references. Includes a bibliography and an appendix containing specimen reports.

Weisman, Herman M. Technical Report Writing. 2nd ed. Columbus, Ohio: Charles E. Merrill Publishing Company, 1975.

Explains technical writing by presenting the role of semantics in communication and discussing the purposes of reports. Deals with planning, researching, organizing, and documenting a report. Discusses the use of graphic aids and gives examples of almost every type of aid. Explains technical writing style. Briefly reviews grammar, punctuation, style, and usage. Contains a brief bibliography at the end of each chapter.

Wirkus, Tom E. and Harold P. Erickson. Communication and the Technical Man. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1972.

Defines technical communication. Discusses precise word choice, effective sentence structure, and the well-developed paragraph. Deals with various types of technical composition: description, narration, and argumentation. Presents the letter and memo as forms of informal reports. Covers progress reports, inspection reports, change order, and specifications, and gives sample reports. Discusses the various components of a formal report. Examines the introduction, body, and conclusion of a formal report. Contains a discussion of oral communication, including choosing a subject, composing a purpose statement, using various types of development, outlining the speech, and practicing. Explains the importance of efficient delivery and effective listening. Includes a handbook of grammar and usage. Gives a list of exercises for each chapter.

Wyld, Lionel. Preparing Effective Reports. New York: The Odyssey Press, Inc., 1967.

Discusses good report style and effective paragraphs. Presents the letter and memo as forms of the short report. Deals with graphic aids. Covers research and editing. Contains samples for each chapter and offers student assignments. Includes a bibliography. Gives several sample reports in an appendix. Briefly reviews grammar and punctuation in an appendix.

C. Oral Presentations

Downs, Cal W., David M. Berg, and Wil A. Linkugel. The Organizational Communicator. New York: Harper & Row, 1977.

Discusses the role of communication within the organization. Emphasizes interviews, including the selection interview, the appraisal interview, and the persuasive interview. Explains group discussions and conferences. Deals with various types of personal presentations— informative, integrated, and persuasive.

Hasling, John. The Audience, The Message, The Speaker. 2nd ed. New York: McGraw-Hill Book Company, 1976.

Explains audience analysis for oral communication. Discusses the selecting of a subject, the gathering of information, and the organizing of material. Covers argumentation and persuasion. Emphasizes preparation for and practice of the delivery.

Manko, Howard H. Effective Technical Speeches and Sessions: A Guide for Speakers and Program Chairmen. New York: McGraw-Hill, 1969.

Discusses the various steps required to prepare a technical speech for delivery, including preparing a paper, having an interesting presentation using the right vocabulary, and choosing visual aids. Explains how to organize a technical meeting. Presents various aspects of parlimentary procedure: the effective parliamentarian, the motions, the committees, the rights of the minority, and organizations.

Morrisey, George L. Effective Business and Technical Presentations: How to Prepare and Present Your Ideas in Less Time with Better Results. Reading, Massachusetts: Addison-Wesley Publishing Company, 1968.

Covers the steps in the preparation of a briefing and emphasizes audience analysis. Explains selection and use of audio-visual aids. Gives examples of various types of visual aids. Disucsses the delivery of the presentation. Contains an appendix which lists an evaluation guide, a form for audience analysis, and a list of different types of visual aids.

Wilcox, Roger P. Oral Reporting in Business and Industry. Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1967.

Discusses oral reporting as communication and compares it with written communication. Emphasizes the organization of a presentation. Deals with different methods of developing ideas and using aids. Stresses various aspects of an effective presentation: language, use of body and voice, and the question and answer period.

III. Handbooks and Guidebooks

Barzun, Jacques and Henry F. Graff. The Modern Researcher. Rev. ed. New York: Harcourt, Brace & World, 1970.

Explains the basic principles of research. Discusses various aspects of research: finding the facts, verifying the facts, handling ideas, and dealing with truth and causation. Covers the writing process from organizing to documenting to revising. Includes a bibliography.

Brusaw, Charles T., Gerald J. Alred, and Walter E. Oliu. Handbook of Technical Writing. New York: St. Martin's Press, 1976.

Contains entries arranged in alphabetic order. Covers everything from grammar to usage to writing procedure to various kinds of reports. Includes examples of many informal reports as well as an example of a formal report. Contains a bibliography.

Blickle, Margaret D. and Kenneth W. Houp. Reports for Science and Industry. New York: Henry Holt and Company, 1958.

Discusses reports and the technical writer. Explains the prose elements and the mechanical elements in the preparation of a report. Presents the proposal, progress report, letter report, and memorandum report as well as the formal report. Covers articles. Contains a brief section on language and composition.

Crouch, W. George and Robert L. Zetler. A Guide to Technical Writing. 3rd ed. New York: The Ronald Press Company, 1964.

Disucsses problems encountered in technical writing. Explains the business letter and the technical letter, including inquiry, quotation, instruction, transmittal, sales letter, letter of application, and gives examples. Covers the formal report, articles, memos, and informal reports. Discusses visual aids, and examines effective sentence structure. (Briefly deals with oral presentation.) Examines effective sentence structure. Includes a bibliography and a reading list.

Fieser, Louis F. and Mary Fieser. Style Guide for Chemists. Huntington, New York: Robert E. Krieger Publishing Company, 1972.

Covers basic stylistic techniques: concise writing, coherence, verbs, singular and plural forms, possessives, emphasis, choice of words, punctuation, style, and proofreading.

Foster, John, Jr. Science Writer's Guide. New York: Columbia University Press, 1963.

Briefly discusses principles and practices of scientific writing. Includes an extensive glossary of scientific terms.

Gensler, Walter J. and Kinereth D. Gensler. Writing Guide for Chemists. New York: McGraw-Hill Book Company, Inc., 1961.

Traces the development of a report from the laboratory notebook through the outline, the rough draft, the revision, and the editing, to the final report. Offers suggestions on style. Presents standard practice in chemistry for both documentation and presentation of data.

Gilman, William. The Language of Science: A Guide to Effective Writing. New York: Harcourt, Brace & World, 1961.

Emphasizes effective writing style by discussing precise word choice, effective sentences, and correct punctuation. Stresses the importance of a good lead for an article or report. Explains how to organize and edit a report. Offers many examples throughout the text.

Jordan, Stello, ed. Handbook of Technical Writing Practices. New York: John Wiley & Sons, Inc., 1971.

Presents most of the practices in the field of technical writing. Discusses various documents and publications: instruction manuals, procedures, parts catalogs, formal reports, proposals, sales literature, technical papers, articles, and films. Briefly deals with oral presentation. Covers editing and illustrating. Presents the role of technical writing within the organizational structure. Includes guides and references in technical writing. Contains a glossary.

Johnson, Thomas P. Analytical Writing: A Handbook for Business and Technical Writing. New York: Harper & Row, 1966.

Emphasizes analytical writing, not the types of business and technical writing. Argues against the use of abstract nouns, passive verbs, and impersonal styles; explains how sentences are effectively organized in a paragraph; and suggests the pyramid organization of business and technical writing. Analyzes eight articles. Explains how to organize a formal report. Deals with the use of metaphor in business and technical writing. Includes a brief bibliography.

Mathes, J.C. and Dwight W. Stevenson. Designing Technical Reports: Writing for Audiences in Organizations. Indianapolis: The Bobbs-Merill Company, Inc., 1976.

Emphasizing that effective communication is crucial to an engineer, reviews the technical communication process. Covers audience analysis and the purpose of the report. Discusses the structure of a report, including that of the introduction and conclusion. Explains how to arrange the various parts of a report, how to edit, and how to use visual aids. Throughout, gives numerous examples, including two formal reports. Includes guides and checklists.

Sypherd, W.O., Alvin M. Fountain, and V.E. Gibbens. Manual of Technical Writing, a revision and extension of The Engineer's Manual of English. Atlanta: Scott, Foresman and Company, 1957.

Emphasizes principles of good composition. Devotes considerable attention to the form and types of letters. Discusses the library research paper from choosing a topic to preparing the final copy. Stresses the importance of reports, their organization and style. Includes samples. Explains how to write articles, abstracts summaries, book reviews, and editorials. Covers various types of company publications. Presents visual aids. Contains a chapter dealing with oral communication, including the job interview. Includes a reference manual for grammar and usage. Contains a bibliography arranged for each chapter.

Turner, Barry T. Effective Technical Writing and Speaking. London: Business Books Limited, 1974.

Emphasizes the importance of the written and spoken word particularly, in technical fields. Explains specification, standards, and contract writing. Discusses technical reports and articles. Deals with style in technical correspondence. Emphasizes effective technical presentations and explains how to run a meeting. Discusses use of aids in talks, lectures, articles, and reports. Covers handbooks, manuals, patent and copyright, (in UK) and sales literature. Contains several appendices with examples of reports and discussion of style. Includes a bibliography at the end of each chapter.

U.S. Department of the Air Force. Guide for Air Force Writing. Air Force Pamphlet No. 10-1. Washington, D.C.: Government Printing Office, 1969.

Explains basic principles of effective writing: obtaining information, writing a rough draft, editing, and revising. Discusses word choice, effective sentences and well-developed paragraphs. Deals with correspondence, reports, messages, briefs, and publications. Includes a bibliography.

Wicker, C.V. and W.P. Albrecht. The American Technical Writer: A Handbook of Objective Writing. New York: American Book Company, 1960.

Emphasizes that good technical writing is objective. Explains audience analysis. Thoroughly discusses visual aids. Presents definition, analysis, description of object, explanation of a process, logical interpretation and evaluation, standards, and specifications and gives examples. Explains research and the scientific method and gives examples. Covers the different forms of technical communication: abstracts, reviews, letters, (including the letter of application), articles, and speeches. Contains a handbook of style and mechanics. For each chapter, contains questions, writing assignments, or class projects.

IV. Bibliographies

Bankston, Dorthy, Carolyn M. Blackman, Donald H. Cunningham, Vivienne Hertz, and Thomas L. Warren. "1975 Bibliography of Technical Writing." The Technical Writing Teacher 4 (Fall 1976): 32-43.

Lists bibliographies of technical writing, books about technical writing and speech, and reviews of books on technical writing and speech. Contains bibliographies of articles about the teaching of technical writing; technical style; writing technical reports, papers, and articles; manuals and catalogs; abstracts and precis; proposals; application letters and resumes; use of graphics; editing; technical speech; and the technical communication profession.

Cunningham, Donald H. and Herman A. Estrin, eds. "Bibliography." In The Teaching of Technical Writing, pp. 217-221. Urbaba, Illinois: National Council of Teachers of English, 1975.

Gives the specialized journals dealing with technical writing. Lists bibliographies, source materials available on teaching technical writing, and articles available on teaching professional technical communication.

Cunningham, Donald H. and Vivienne Hertz. "An Annotated Bibliography on the Teaching of Technical Writing." College Composition and Communication 21 (May 1970): 177-186.

Lists sixty-seven periodical references. Categorizes material into 1) definitions and distinctions, 2) course descriptions and specific assignments, and 3) resource materials.

Walter, John A. "Basic Recommended Reference Shelf: A Selected Bibliography of Technical and Scientific Practices." In Handbook of Technical Writing Practices, pp. 1295-1303. Edited by Stello Jordan. New York: John Wiley & Sons, Inc., 1971.

Lists encyclopedias and dictionaries; books dealing with grammar, usage, and style; works dealing with professional production of technical literature; books explaining technical illustration and graphics; publications covering the technical and scientific report; books dealing with technical writing; works containing readings in technical writing; technical writing casebooks; and books dealing with business letters and reports.

Walter, John A. "Style Manuals." In Handbook of Technical Writing Practices, pp. 1267-1273. Edited by Stello Jordan. New York: John Wiley & Sons, Inc., 1971.

Lists general style manuals, institutuonal style manuals, and industrial style manuals.